

Qualifications in...

Management

The NVQ in Management Level 3 recognises those currently involved within a managerial role who have a range of activities that are expected to be carried out.

National Vocational Qualification (NVQ) - Level 3

NVQ Management Level 3

The level 3 NVQ in management is ideal for you if you are a practising first line manager who has defined area of responsibility, opportunity for taking decisions, managing budgets and responsibility for allocating work to team members or other colleagues or contractors

A minimum of seven NVQ units must be completed – four mandatory units plus three optional units.

Mandatory Units

- Manage your own resources and professional developments
- Provide leadership in your area of responsibility
- Allocate and monitor the progress and qualities of work in your area of responsibility
- Ensure health and safety requirements are met in your area responsibility

Optional Units

You must complete three optional units from the following:

- Promote equality of opportunity and diversity in your area of responsibility
- Encourage innovation in your area of responsibility
- Plan change
- Implement change
- Develop productive working relationships with colleagues
- Recruit, select and keep colleagues
- Provide learning opportunities for colleagues
- Manage a budget
- Manage a project
- Monitor and solve customer service problems
- Work with others to improve customer service

The mandatory units cover all of the skills that are essential to your position. The optional units are chosen by you and your supervisor to reflect the areas that you deal with, within the requirements of your job role.

How can I enrol onto the NVQ in Management?

Discuss with your workplace Supervisor/Line Manager about your interest in the course and then contact us on 01773 747377, so that we can arrange an appointment to come out and visit you and your Supervisor at work.

How much will it cost?

In certain circumstances, we can deliver the training at no cost to you and your organisation, please speak to us on the number above this or about our commercial training rates or other funding opportunities.



Qualifications in...

Management

The NVQ in Management Level 4 is aimed at middle managers with a wider span of control, greater accountability for performance and responsibility for determining resource allocation and operational methods.

National Vocational Qualification (NVQ) - Level 4

NVQ Management Level 4

The NVQ is extremely flexible in structure. The mandatory units cover all of the skills that are essential to your position. The optional units are chosen by you and your supervisor to reflect the areas that you deal with, within the requirements of your job role.

A minimum of nine NVQ units must be completed – five mandatory units plus 3 optional units.

Mandatory Units

- Develop and implement operational plans for your area of responsibility
- Encourage innovation in your area of responsibility
- Develop productive working relationships with colleagues & stakeholders
- Ensure health and safety requirements are met in your area of responsibility
- Manage business processes

Optional Units

You must complete 3 optional units from the following

- Manage your own resources and professional development
- Develop your personal networks
- Provide leadership in your area of responsibility
- Ensure compliance with legal, regulatory, ethical and social requirements
- Promote equality of opportunity and diversity in your area of responsibility
- Lead change
- Plan change
- Implement change
- Recruit, select and keep colleagues
- Allocate and monitor the progress and quality of work in your area of responsibility
- Provide learning opportunities for colleagues
- Manage finance for your area of responsibility
- Manage a project
- Manage a programme of complementary projects
- Work with others to improve customer service
- Build your organisation's understanding of its market and customers
- Manage the achievement of customer satisfaction

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Introductory Certificates in...

First Line Management

Acorn Training Consultants deliver this short, flexible programme for a first line manager with little or no formal training or are returning from a career break, you can benefit particularly from this programme, which provides an ideal start to your future ongoing development. This programme also offers valuable preparation for the ILM Level 3 Certificate in First Line Management.

Introductory Certificate

Qualification

ILM Level 3 Introductory Certificate in First Line Management

Duration

50 hours including assessment and mini project

Structure & Content

- Short Induction / Tutorial
- 3 mandatory segments (minimum of 3 hours)
- a further 7 segments (minimum) selected from the full range available
- Tutorial support for assessment

Assessment

- Segment Reviews to cover 4 optional segments
- One work-based Assignment of no less than 1000 words, set by ILM

Entry Requirements

No formal entry requirements, but participants should be practicing or potential first line managers. Learners will need Level 1 Key Skills Numeracy and Level 2 Literacy to benefit from the programme.

Progression routes

- ILM level 3 Certificate in First Line Management
- ILM NVQ Level 3 in Management

How can I enrol onto the Introductory Certificate in First Line Management?

Discuss with your workplace Supervisor/Line Manager about your interest in the course and then ring us on 01773 747 377 about our commercial training rates or other funding opportunities.

How much will it cost?

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